

MINOR STATE CAPITAL OUTLAY PROJECTS

REQUEST FOR PROPOSAL

This form is used for requesting proposals from professional service contractors for minor state capital outlay projects. (Authority: 1984 PA 131)

Professional Services for an Intelligent Transportation System

FILE NO. 591/07272.FAR
INDEX NO. 33008

DEPARTMENT OF TRANSPORTATION
Grand Region ITS Center
Grand Rapids, Michigan

PROPOSAL DUE DATE: Thursday, January 17, 2008, 2:00 p.m., Local Time

MULTIPLIERS ABOVE 2.70 WILL NOT BE ALLOWED FOR AWARD OF FUTURE CONTRACTS BY THE DEPARTMENT OF MANAGEMENT AND BUDGET, FACILITIES ADMINISTRATION, DESIGN AND CONSTRUCTION DIVISION FOR THE PROFESSIONAL'S SERVICES OR FOR THE PROFESSIONAL'S CONSULTANT'S SERVICES.

ISSUING OFFICE

U.S. Mail Address

Department of Management & Budget
Facilities Administration
P.O. Box 30026
Lansing, MI 48909

Express Mail Address

Department of Management & Budget
Facilities Administration
530 W. Allegan Street
First Floor, Stevens T. Mason Building
Lansing, MI 48933

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**Minor State Capital Outlay Projects
REQUEST FOR PROPOSAL
Part I - Technical Proposal
Part II – Cost Proposal
Professional Services for an Intelligent Transportation System
FILE NO. 591/07272.FAR
INDEX NO. 33008
DEPARTMENT OF TRANSPORTATION
Grand Region ITS Center
Grand Rapids, Michigan**

SECTION I GENERAL INFORMATION

I-1 Purpose

This Request for Proposal provides the prospective prime professional service contractor, hereafter referred to as the professional, with information to enable preparation of a proposal for an Intelligent Transportation System at the Grand Region Transportation Center in Grand Rapids, Michigan. The service to be completed should encompass as a minimum the following phase(s) from the Department of Management and Budget's attached Sample Standard Contract for Professional Services:

<u>Phase</u>	Choose Appropriate
100	Study
200	Program Analysis
300	Schematic Design
400	Preliminary Design
500	Final Design
600	Construction Administration - Office Services
700	Construction Administration - Field Services

I-2 Project/Program Statement

See attached project/program statement for more detailed information. The design professional, by submitting a Technical (Part I) and Cost (Part II) Proposal to the department for evaluation during the selection process, ascertains that they can and will provide a complete design based on the approved project/program statement. No increase in compensation fee to the design professional will be allowed unless there is a material change made to the scope of work of the project/program statement and the change to the project/program statement is approved, in writing, by Facilities Administration, Design and Construction Division.

I-3 Issuing Office

This Request for Proposal is issued by the Department of Management and Budget, hereafter referred to as the issuing Office. PROPOSALS SHALL BE RETURNED TO THE ISSUING OFFICE. The point of contact for this Request for Proposal is:

Ric Reed, Project Director
Department of Management and Budget
Facilities Administration, Design and Construction Division
P.O. Box 30026
Lansing, MI 48909
Telephone Number: (517) 241-4496

I-4 Contract Award

Professionals are being requested to submit a proposal in two parts. These professionals will be evaluated based on their Technical Proposal - Part I, and Cost Proposal - Part II. Proposals will be evaluated based on the Technical Portion - Part I eighty percent (80%) and the Cost Proposal - Part II twenty percent (20%).

The Department of Management and Budget will offer a contract to the professional firm that has been recommended by the Advisory Committee after their evaluation of the combined Parts I - Technical and Part II - Cost Proposals.

Contract award will be undertaken by the state through the Department of Management and Budget within fifteen (15) days following the due date of the proposal being submitted to the issuing office with the professional firm whose proposal (Parts I and II) the Advisory Committee determines to be in the state's best interest.

Professional firms awarded contracts by Facilities Administration, must be certified by the Michigan Department of Civil Rights for compliance with State of Michigan nondiscrimination requirements. If submittal is made by a Joint Venture, BOTH FIRMS must be certified. **Attach a copy of the Certificate of Awardability to the returned proposal, along with one completed, signed Professional Contractor Demographics, Statistics and Certification form; one completed, signed Certification Regarding Debarment, Suspension, and other Responsibility Matters form.** Failure to enclose the certificate with the Request for Proposal will not disqualify the professional providing a valid certificate exists at the time of submittal and the professional submits evidence of same within 24 hours of the proposal due date. The time required by the Department of Civil Rights to process applications varies as a function of the department's total workload, which changes from time to time. The professional is responsible for securing all pertinent information from the Department of Civil Rights prior to submitting a proposal. Communications should be directed to:

Michigan Department of Civil Rights
Cadillac Place
3054 W. Grand Boulevard
Suite 3-600
Detroit, MI 48202
Telephone Number: (313) 456-3822 or 456-3700

I-5 Rejection of Proposals

The state reserves the right to reject any or all proposals, in whole or in part, received as a result of this Request for Proposal.

I-6 Incurring Costs

The state is not liable for any cost incurred by the professional prior to acceptance of a proposal and the award and execution of a contract and issuance of the state's contract order.

I-7 Mandatory Preproposal Meeting

A MANDATORY PREPROPOSAL MEETING will be conducted by the issuing office for this Request for Proposal at the Grand Region Transportation Center, 1420 Front Street, Grand Rapids, Michigan at 9:00 a.m. on Wednesday, January 8, 2008.

I-8 Economy of Preparation

Proposal should be prepared simply and economically, providing a straightforward, concise description of the professional's ability to meet the requirements of the Request for Proposal. *Fancy bindings, three-ring binders, colored displays, promotional materials, and so forth, are not desired. Emphasis should be on completeness and clarity of content.*

I-9 Responsibilities of Prime Professional Service Contractor

The prime professional service contractor will be required to assume responsibility for all professional services offered in their proposal whether or not they possess them within their organization. Further, the state will consider the professional to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The prime professional shall possess a license to practice in the State of Michigan pursuant to Public Act 299 of 1980, Article 20.

I-10 Proposals

The professional must submit a complete response to this Request for Proposal. Each proposal must be submitted in **five (5) copies** to the issuing office. No other distribution of proposals will be made by the professional. Part I and Part II of the proposal should be submitted at the same time. To be considered, proposals must arrive at the issuing office **on or before 2:00 p.m., local time, on Thursday, January 17, 2008**. Professionals mailing proposals should allow normal delivery time to ensure timely receipt of their proposals. Proposals received after this time will be returned unopened. The **outside envelope** should be clearly marked **"Grand Region ITS Center."** Proposal must be signed by an official authorized to bind the professional firm to its provisions. **NO FACSIMILES OR E-MAILS OF THE REQUEST FOR PROPOSAL WILL BE ACCEPTED. NOTE:** Parking is at a premium in the area of the Stevens T. Mason Building. Security measures may affect the delivery time of mail and packages sent via UPS, Fed Ex, and Airborne Express. Those hand-delivering their proposal should be prepared to present a pictured identification to the security guard on duty in the lobby of the Stevens T. Mason Building and allow extra time for their proposal to reach Facilities Administration. It remains the responsibility of the professional firm to submit request for proposals as specified. Please allow ample time to arrive at the office prior to the 2:00 p.m. deadline.

SECTION II PROPOSAL FORMAT - PART I - TECHNICAL

(Proposal must be submitted in the format outlined below):

II-1 Business Organization

State the full name and address of the organization and, if applicable, the branch office, consultants or other subordinate elements that will provide or assist in providing the service. Indicate whether you operate as an individual, partnership or corporation; if as a corporation, include the state in which you are incorporated. State whether you are licensed to operate and practice in the State of Michigan.

II-2 Statement of the Problem and Budget

State in concise terms your understanding of the problem and, in summary, your plan for accomplishing the project within the initial construction allocation.

II-3 Management Summary and Work Plan/Schedule

Describe in narrative form your plan for accomplishing the project. Describe clearly and concisely each task required to complete the project. Include a detailed PERT-type display, or similar time sequenced-related but undated schedule, showing each task and phase in your work plan.

II-4 Personnel Staff

The professional must be able to staff a project team that possesses qualifications and all the expertise necessary to undertake the project. Include the full payroll signature names of all personnel by classification that will be employed in the scope of the work. Indicate which of these individuals you consider to be "Key Personnel" to the successful completion of the project. Identify "Key Personnel" by name and position/classification title. Resumes of qualifications for "Key Personnel" must be provided. No substitution of any "Key Personnel/Employee" will be made by the professional without the prior written consent of the department. Before any such substitution, the professional shall submit to the department a detailed written justification for such substitution, supported by the professional qualifications of any proposed replacement.

II-5 Organization Chart

Provide an organization chart outlining authority and communication lines for each "Key Personnel" and personnel staff.

SECTION III PROPOSAL FORMAT - PART II - COST

III-1 Instructions

Part II - Cost Proposal shall carefully interface with all phases/tasks of the work plan identified in the Part I - Technical Proposal. Total cost shall be estimated using direct payroll rates for personnel performing a direct

service times a multiplier. The multiplier for direct payroll rates shall not normally exceed 2.5 All multipliers must be accompanied with accounting records prepared by a qualified accountant justifying the multiplier. (See attached guideline page for instructions regarding the "Overhead Items Allowed for Professional Service Contractor's Multiplier Calculation.") **COST PROPOSALS WITHOUT THESE CERTIFIED ACCOUNTING RECORDS SHALL RECEIVE A REDUCED SCORE BY THE ADVISORY COMMITTEE.**

Consultants providing services must submit a separate multiplier (with proper documentation) for services that they will provide. No mark-up of the consultants billing or direct payroll rates will be allowed.

Contracts will not be issued with a multiplier above 2.70.

The department will reimburse the professional for the actual cost of printing and reproduction of Phase 100 Survey and/or Study Reports, bidding documents/drawings and specifications and U.S. Mail regular shipping postage and handling of bidding documents, soil borings, site surveys and any required laboratory testing. No mark-up of these costs will be allowed.

All other costs, such as indirect labor, phones, miscellaneous reproduction, travel, etc., shall be included in the professional's multiplier.

If the project is further than 100 miles one-way from the professional firms office, Facilities Administration may entertain a proposal to include reimbursable costs for travel mileage to the project site at the State of Michigan's rates if the professional firm can demonstrate a cost savings to the State, if reimbursed for travel mileage in accordance with the current travel rates provided in the State of Michigan's "Schedule of Travel and Meal Reimbursement Rates" versus an adjustment to the professional's multiplier. If such a situation exists, the professional shall include with the proposal an estimated amount reflecting proposed travel costs and a schedule showing proposed frequency of such travel, including detailed itemized backup documentation indicating how this estimate was determined.

The design phase tasks shall cumulatively include any contingent services required for subsequent issuing and processing of bulletins arising from, but not limited to, design errors and/or omissions, code compliance (precipitating either from plan review or on-site/field observations), modification of existing structures or systems necessary to achieve the intent of the project statement.

The design phase services shall include either by cumulative allowance or by specific task, the furnishing of all project data and services necessary to legally implement the project. This includes but may not be limited to, code reviews and/or interpretations, project meetings, presentations, hearings, utility allocations requests, and/or connections, easements, or permits.

Any contract issued by the state pursuant to this proposal anticipates that the professional will provide, but shall not seek compensation for services necessary to respond to and resolve contractor claims arising wholly or in part from the professional's design errors or omissions or other aspects of the design or for any aspect of the professional's performance which is inconsistent with the professional or construction contracts. No task or part thereof may include costs for such efforts.

III-2 Identification of Personnel and Estimated Compensation

III-2-A. Primary Professional/Consultant - Position Classification and Employee Wage Information

Utilizing a format similar to the attached Form III-2-A, identify the architectural and/or engineering discipline service being provided and the primary professional/consultant's technical employee(s) names and position classifications for the project and their current hourly direct payroll rates and hourly billing rates at the beginning of the project. Also, provide the technical employee(s) anticipated hourly direct payroll rates and hourly billing rates at the end of the project based on the professional's estimated schedule duration. This range of current and anticipated hourly direct payroll and billing rates shall reflect the actual costs currently being paid to all the primary professional/consultant's technical employees professional services within their specified position classification, and shall include any anticipated pay increases over the life of the professional/consultant's estimated contract schedule.

Multiplier

To determine your current billing rate, multiply the employee(s) current direct payroll rate times your firm's calculated multiplier. (See the attached guideline page for instructions regarding the "Overhead Items Allowed For

Professional Service Contractor's Multiplier Calculation," and the attached "Sample Standard Contract For Professional Services," Article 2, Compensation Text.) The multiplier for a professional firm for direct payroll rates shall normally not exceed 2.5. Professional service contracts will not be issued to a professional firm with a multiplier above 2.70. ALL multipliers must be accompanied with accounting records prepared by a qualified accountant justifying their multiplier. Consultants providing professional services must submit a separate multiplier (with proper documentation) for services that they will provide. No mark-up of the consultants billing or rates will be allowed. ALL other costs, such as indirect labor, telephones, miscellaneous reproduction, travel, etc., shall be included in the professional's multiplier.

- III-2-B. Utilizing a format similar to that shown in III-2-B, identify for each phase/task the estimated hours for each employee and include the direct payroll rate for the employee. Please note that employees of a separate professional firm or consultant, if proposed, should also be included and noted.
- III-2-C. Utilizing a format similar to that shown in III-2-C, identify the phase number, firm name, address, description of the professional services to be provided and the total amount of all authorized direct expenses of a reimbursable nature.
- III-2-D. Utilizing the format shown in III-2-D, carry forward the previously determined subtotal amounts for each phase and adjust those amounts utilizing a multiplier. The use of a multiplier for direct payroll should include, but not limited to, such items as fringe benefits, vacations, sick leave, insurance, meals, lodging, travel, all computer time, and clerical/secretarial services (not project related), telephone services, reproduction services for other than bid documents, employees not providing a direct service, other indirect costs and profit, etc. Similarly, indicate the multiplier that covers your handling fee for authorized reimbursable work. Repeat the above for each phase and summarize all phases using the format shown in III-2-E. The combination of all phases shall become the professional's maximum not-to-exceed cost for all design services. Compensation for each phase will be in accordance with the attached "Sample Standard Contract for Professional Services," Article 2, Compensation text.
- III-2-E. Use for each phase of the project the following sample formats to establish your total compensation. Please note that the hours for each phase/task must be identified under III-2-B and that the phase/tasks must be based and referenced to your Part I - Technical Proposal.

PROFESSIONAL/CONSULTANT
Position/Classification and Employee Wage Information

Firm Name	_____
Discipline Services Provided	_____
*Multiplier	<u>2.5</u>

Position/Classification	Employee(s) Name	Hourly \$ Pay Range	
		Direct Payroll From \$ - To \$	Billing Rate \$From - To \$
Principal/Project Manager**	Robert J. Hafel	37.00 - 40.70	92.50 - 101.75
Senior Architect	Donald E. McReynolds	29.00 - 31.90	72.50 - 79.75
Civil Engineer**	Ruby D. Riley	26.00 - 28.60	65.00 - 71.50
Structural Engineer**	Charles D. Gibson	33.00 - 36.30	82.50 - 90.75
Mechanical Engineer**	William D. Murphy	29.00 - 31.90	72.50 - 79.75
Senior Structural Engineer	Robert L. Hunter	30.00 - 33.00	75.00 - 82.50
Electrical Engineer	Carolyn M. Phillips	19.00 - 20.90	47.50 - 52.25
Draftsperson	As Selected	17.00 - 18.70	42.50 - 46.75
Quality Control/Assurance	William King	25.00 - 27.50	62.50 - 68.75
CADD Operator	Arnold T. Ross	13.00 - 14.30	32.50 - 35.75

The Direct Payroll and Billing Rate pay range shall reflect actual cost currently paid to all employees within their specified position/ classification, and shall include any anticipated pay increases over the life of the contract.

*Multiplier will be in accordance with the attached guideline page for instructions regarding the "Overhead Items Allowed for Professional Service Contractor's Multiplier Calculation," and the attached "Sample Standard Contract for Professional Services," Article 2, Compensation Text.

**Key Project Personnel

III-2-B. Direct Payroll Format**Phase 400 - Preliminary Design**

EMPLOYEES NAME	POSITION/ CLASSIFICATION	HOURS FOR TASK ITEMS				TOTAL HOURS	DIRECT PAYROLL RATES \$	SUBTOTAL AMOUNTS \$	MULTI- PLIER	TOTAL AMOUNT \$
		401	403	404	410					
Robert J. Hafel	Principal/Proj Mgr	12	8	2	8	30	37.00	1,110.00	2.86	3,174.60
Donald McReynolds	Senior Architect	1				1	29.00	29.00	2.86	82.94
Ruby D. Riley	Civil Engineer	1	8			9	26.00	234.00	2.86	669.24
Charles D. Gibson	Structural Engineer			8		8	33.00	264.00	2.87	754.04
William D. Murphy	Mech. Engineer.					0	29.00	0.00	2.86	0.00
Robert L. Hunter	Sr. Struct. Eng.					0	30.00	0.00	2.86	0.00
Carolyn M. Phillips	Electrical Engineer	6	8		8	22	19.00	418.00	2.86	1,195.48
As Selected	Draftsperson					0	17.00	0.00	2.86	0.00
William King	Quality Control					0	25.00	0.00	2.86	0.00
Arnold T. Ross	CAD Operator	2				2	13.00	26.00	2.86	74.36
SUBTOTAL		22	24	10	16	72		\$2,081.00		\$5,951.66

III-2C. Authorized Reimbursable Services/Testing and \$ Expenses***Multiplier: 1.0****Phase 500 - Final Design**

NAME OF FIRM	DESCRIPTION OF SERVICES PROVIDED	TOTAL \$ AMOUNT
XYZ Productions, Inc. Lansing, Michigan	Printing and reproduction of final design bidding documents, drawings, and Specifications	10,000.00
SUBTOTAL		\$ 10,000.00

***MULTIPLIER DOES NOT INCLUDE AND THE STATE WILL PAY FOR (UNDER REIMBURSABLE COSTS):**

1. Printing and reproduction of Phase 100 Survey and/or Study Final Reports.
2. Printing and reproduction of Phase 500 Final Design Bidding Documents/Drawings, and Specifications.
- 3.* Travel mileage costs for projects in excess of 100 miles in each direction from the professional's office if the professional firm can demonstrate a cost savings to the State, if reimbursed for travel mileage in accordance with the current travel rates provided in the State of Michigan's "Schedule of Travel and Meal Reimbursement Rates" versus an adjustment to the professional's multiplier.

III-2-D. Phase Summary Format

Phase 500 - Final Design

ITEM	SUBTOTAL AMOUNTS	MULTIPLIER	TOTAL \$ AMOUNT
Direct Payroll	\$14,717.00	2.86	\$42,090.62
Reimbursable	\$10,000.00	1.00	\$10,000.00
SUBTOTAL			\$52,090.62

III-2-E. Phase Summary Format - (IF A MULTIPHASE PROJECT)

	PHASE								TOTAL	
	400		500		600		700		HOURS	\$ COST
	HOURS	\$ COST	HOURS	\$ COST	HOURS	\$ COST	HOURS	\$ COST		
	30	3,174.60	79	8,042.32	50	5,291.00	62	6,560.84	218	23,068.76
	1	82.94	62	5,142.28	20	1,658.80	8	663.52	91	7,547.54
	9	669.24	38	2,825.60	0	0.00	0	0.00	47	3,494.92
	8	755.04	54	5,096.52	9	188.76	6	566.28	70	6,606.60
	0	0.00	36	2,985.84	20	1,658.80	6	497.64	62	5,142.28
	0	0.00	49	4,204.20	8	686.40	0	0.00	57	4,890.60
	22	1,195.48	105	5,705.70	22	1,195.48	14	760.76	163	8,857.42
	0	0.00	124	6,028.88	0	0.00	0	0.00	124	6,028.88
	0	0.00	8	572.00	0	0.00	0	0.00	8	572.00
	0	0.00	0	0.00	0	0.00	134	10,347.48	134	10,347.48
	2	74.36	40	1,487.20	18	669.24	16	594.88	76	2,825.68
SUBTOTALS	72	5,951.66	592	42,090.62	140	11,348.48	246	19,991.40	1050	79,382.16

ESTIMATED REIMBURSABLE \$ EXPENSES \$10,000.00

TOTAL FEE \$89,382.16

PROJECT STATEMENT

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
Facilities Administration
First Floor, Stevens T. Mason Building
P.O. Box 30026
Lansing, Michigan 48909

FILE NUMBER 591/07272.FAR	INDEX NUMBER(S) 33008	COMPTROLLER OBJECT	APPROVAL DATE 12/11/07
DEPARTMENT 33008 Transportation			
AGENCY Grand Region Transportation Center ITS			
ADDRESS 1420 Front Street, Grand Rapids, MI			
AGENCY CONTACT Suzette Peplinski			TELEPHONE NUMBER 616 451-8448
DEPARTMENT OF MANAGEMENT AND BUDGET PROJECT MANAGER Ric Reed			TELEPHONE NUMBER 517 241-4496

PROJECT DESCRIPTION

Create a Traffic Management Center for Department of Transportation Intelligent Transportation System. This approximately 2700 s.f. of finished open interior space on the first floor of the Grand Region Transportation Center shall be designed to accommodate state of the art computer and electronic video equipment and workstations for a 24 hour, 7 day a week operation to monitor traffic flow throughout the region and provide traffic data, information, and communications to emergency responders, motorists, and media stations. This space will include several individual offices, a server/equipment room with generator backup facilities, a raised floor system, and shall be designed to accommodate future multiple individual and teaming work stations, and a video wall. Accommodations for future Michigan State Police dispatch operations shall also be considered.

SPECIAL WORKING CONDITIONS**DESIRED SCHEDULE OF WORK****LOCATION OF WORK AREAS**

REFERENCE STANDARDS: This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (MIOSHA, DNR, and DPH), and any other local regulations and standards that may apply.

This form is required to be a part of the professional service contract. (Authority: 1984 PA 431)

Attachment(s)



**DEPARTMENT OF MANAGEMENT AND BUDGET
Facilities Administration**

**PROFESSIONAL/CONTRACTOR DEMOGRAPHICS,
STATISTICS AND CERTIFICATION**

1. Company Name: _____
2. Company Address: _____

3. Principle Place of Business (zip code): _____
4. Year of Establishment _____

**Woman, Minority, or Veteran Owned Small
Business Representation
(For Statistical Use Only)**

DEFINITIONS:

'Woman-owned business,' means a small business that is at least 51% owned by a woman or women who are US citizens and who control and operate the business.

The vendor represents that it IS _____, IS NOT _____ a woman-owned small business.

'Minority-owned business,' means a small business that is at least 51% owned by a minority or minorities who are US citizens and who control and operate the business.

The vendor represents that it IS _____, IS NOT _____ a minority-owned small business.

African American _____ Arab American _____ Asian American _____ Hispanic _____
American Indian _____ Eskimo _____

'Qualified Disabled Veteran,' means a business entity that is 51% or more owned by one or more veterans with a service-connected disability.

'Qualified Disabled,' means a business entity that is 51% or more owned by one or more with a service-connected disability.

The vendor represents that it IS _____, IS NOT _____ qualified disabled.

'Veteran-owned business,' means a small business that is at least 51% owned by a veteran or veterans who are U.S. citizens and who control and operate the business.

The vendor represents that it IS _____, IS NOT _____ a veteran-owned small business.

The contractor represents and warrants that the company meets the above (when checked) and can provide supportive documentation upon request.

Authorized Agent Name (print or type)

Authorized Agent Signature

Certification of a Michigan Based Business
(Information Required Prior to Contract Award for Application
of State Preference/Reciprocity Provisions)

DEFINITION: To qualify as a Michigan business, vendor must have during the 12 months immediately preceding this bid deadline, or if the business is newly established, for the period the business has been in existence, it has (check all that apply):

Bidder shall also indicate one of the following:

- ☐ Bidder qualifies as a Michigan business (provide zip code: _____)
- () Filed a Michigan single business tax return showing a portion or all of the income tax base allocated or apportioned to the State of Michigan pursuant to the Michigan Single Business Tax Act, 1975 PA 228, MCL 208.1 – 208.145; or
- () Filed a Michigan income tax return showing income generated in or attributed to the State of Michigan; or
- () Withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Department of Treasury; or

I certify that **I have personal knowledge** of such filing or withholding, that it was more than a nominal filing for the purpose of gaining the status of a Michigan business, and that it indicates a significant business presence in the state, considering the size of the business and the nature of its activities.

I authorize the Michigan Department of Treasury to verify that the business has or has not met the criteria for a Michigan business indicated above and to disclose the verifying information to the procuring agency.

- ☐ Bidder does not qualify as a Michigan business (provide name of State: _____).
- ☐ Principal place of business is outside the State of Michigan, however service/commodity provided by a location within the State of Michigan (provide zip code: _____).

Authorized Agent Name (print or type)

Authorized Agent Signature

Fraudulent Certification as a Michigan business is prohibited by MCL 18.1268 § 268. A BUSINESS THAT PURPOSELY OR WILLFULLY SUBMITS A FALSE CERTIFICATION THAT IT IS A MICHIGAN BUSINESS OR FALSELY INDICATES THE STATE IN WHICH IT HAS ITS PRINCIPLE PLACE OF BUSINESS IS GUILTY OF A FELONY, PUNISHABLE BY A FINE OF NOT LESS THAN \$25,000 and subject to debarment under MCL 18.264.



**Department of Management and Budget
Facilities Administration**

**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that, within the past three (3) years, the vendor, an officer of the vendor, or an owner of a 25% or greater interest in the vendor:

- (a) Has not been convicted of a criminal offense incident to the application for or performance of a contract or subcontract with the State of Michigan or any of its agencies, authorities, boards, commissions, or departments.
- (b) Has not been convicted of a criminal offense which negatively reflects on the vendor's business integrity, including but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, negligent misrepresentation, price-fixing, bid-rigging, or a violation of state or federal anti-trust statutes.
- (c) Has not had a loss or suspension of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.
- (d) Has not been convicted of a criminal offense or other violation of other state or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of DMB indicates that the vendor is unable to perform responsibly or which reflects a lack of integrity that could negatively impact or reflect upon the State of Michigan, including but not limited to, any of the following offenses under or violations of:
 - i. The Natural Resources and Environmental Protection Act, 1994 PA 451, MCL 324.101 to 324.90106.
 - ii. A persistent and knowing violation of the Michigan Consumer Protection Act, 1976 PA 331, MCL 445.901 to 445.922.
 - iii. 1965 PA 166, MCL 408.551 to 408.558 (law relating to prevailing wages on state projects) and a finding that the vendor failed to pay the wages and/or fringe benefits due within the time period required.
 - iv. Repeated or flagrant violations of 1978 PA 390 MCL 408.471 to 408.490 (law relating to payment of wages and fringe benefits).
 - v. A willful or persistent violation of the Michigan Occupational Health and Safety Act, 1974, PA 154, MCL 408.10001 to 408.1094, including: a criminal conviction, repeated willful violations that are final orders, repeated violations that are final orders, and failure to abate notices that are final orders.
 - vi. A violation of federal or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award and may be grounds for debarment.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

☐

I am unable to certify to the above statements. My explanation is attached.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT & BUDGET
LANSING

LISA WEBB SHARPE
DIRECTOR

October 1, 2005

To: State of Michigan Vendor

From: DMB – Financial Services - Procurement

State of Michigan Public Act 533 of 2004 requires that all State contracts provide that payments be made by electronic funds transfer (EFT). The terms and conditions of this purchase order contain the following language:

“Public Act 533 of 2004 requires that payments under this contract be processed by electronic funds transfer (EFT). Contractor is required to register to receive payments by EFT at the Contract & Payment Express website (<http://www.cpexpress.state.mi.us>).”

Benefits of EFT Direct Deposit:

- Secure, convenient, and quick: Payees need not worry about stolen or lost warrants, cashing a warrant, or making a special trip to your financial institution.
- Online access to view EFT payment details or to update financial institution and account number information.
- Saves the State (and the taxpayers) the cost of printing and mailing warrants.

If you have not registered with the State of Michigan to receive your payment via EFT, please do so immediately by accessing the website. This will provide time to complete the EFT registration process before payment will be due in accordance with the attached purchase order. Failure to do so could result in delayed payment.

Information Needed to Register:

- Account holder name and account type (savings or checking)
- Account indicator (consumer or commercial)
- Financial institution routing and account number
- Available printer to print the EFT Authorization form

To sign up for direct deposit online:

- Key www.cpexpress.state.mi.us
- Enter your User ID and password
- On the “sign up for Direct Deposit” page, follow instructions

If you have any questions on this website or instructions on how to sign up for EFT direct deposit call DMB Vendor Registration at 1-888-734-9749 (toll free). If you have questions specific to this purchase order, please contact Natalie Spaniolo, Manager, DMB Procurement at SpanioloN@Michigan.gov or (517) 373-3696.